

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-306-80-02**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

According to the agency, this schedule is inactive because the office is defunct.

Date Reported: 9/18/2024

NC1-306-80-02

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Req NCD 5/11/80*

**TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
U.S. International Communication Agency

2 MAJOR SUBDIVISION  
Information Center Service

3 MINOR SUBDIVISION  
Exhibits Operations Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Samuel D. Staton

5 TEL EXT  
724-9783

LEAVE BLANK

JOB NO  
NCL-306-80-2

DATE RECEIVED  
5-5-80

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*6-3-80*  
Date *acting* *James P. O'Heille*  
Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>5/2/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel D. Staton</i>	E. TITLE Chief, Message Center and Records Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Exhibit Project Files.</u> (excluding those relating to major exhibits described under MOA III-500-555.17aa).</p> <p><i>Blue Copies</i> - Project office working production files documenting history of each project. <del>excluding fiscal and distribution materials.</del></p> <p>Cutoff annually after completion of exhibit. Transfer to <del>PRC</del> when 2 years old, <del>DESTROY when 5 years old.</del></p> <p><del>b. Yellow Copies-material described in 1a above as well as fiscal and other records.</del></p> <p>Cutoff after completion of exhibit. Transfer any needed documentation to "Blue Copy" file. <del>DESTROY remainder of file immediately.</del></p>	<p>III-500/555 17AF1</p> <p><del>III-500/555 17AF2</del></p>	<p><i>DESTROY</i></p> <p><i>1 item</i></p>

115-107 *Copies to agency NOV, NWC,*  
*Review req to MOA sent to WARC 17 Jan 81*